2 January 1973

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Support School

SUBJECT : Course Report - Support Services Review:

Trends and Highlights No. 39 (3-73)

1. The thirty-ninth running of Support Services Review: Trends and Highlights was conducted at

25X1A

25X1A

4-8 December 1972. Forty-three students attended: 36 men and seven women. The Course Schedule, Student Roster and Student Critiques are Attachments A, B and C, respectively.

- 2. The critiques were generally favorable. Many students felt that those in the Career Training Program should not take this course while still in the program, but rather a couple of years later.
- 3. Three individuals in this course had previously taken it, one early in 1967, the other two in 1968. Repeating the course after an interval of about five years is a good idea but we believe that repeating the course after less than five years should be discouraged. Accordingly, we have asked the ISS to supply us with a listing of all employees who have taken the course. When there are repeaters in the future, determination will be made whether an individual should or should not attend again.
 - 4. All speakers attended as scheduled except:

25X1A

25X1A

for John F. Blake

25X1A

Course Administrator

Attachments:

A. Course Schedule

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C. Course Critiques E2 IMPDET CL BY 008781

CENTRAL INTELLIGENCE AGENCY

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

Course No. 3-73 (Thirty-ninth running) 4-8 December 1972

25X1A

Seminar Room, Administration Building

OBJECTIVES

- 1. To provide a training framework in which personnel of the Support Services will learn of significant programs and activities of the various Support Offices and will learn of policies and trends in Agency support.
- To provide an environment in which individuals from various Offices of Support Services will get to know one another in order to enhance future work relationships.

OFFICE OF TRAINING

Support School

Administrative Training

Course Administrator:

Course Assistant

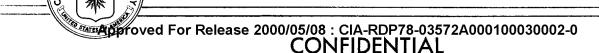
Training Assistant



25X1A

Office: Room 205, Chamber of Commerce Building, Ext. 3567

E2 IMPDET CL BY 008781



SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS =

| Monday | v. 4 | Dec | ember | 1972 |
|--------|------|-----|-------|------|
| | | | | |

| 1000-1040 | Welcome, | Administration |
|-----------|----------|----------------|
| | | |

and Security

25X1A

Course Administrator, Office of Training

CIA and National Security 1050-1150

25X1A

25X1A

Briefing Officer, School of Intelligence and World Affairs, Office of Training

Lunch 1150-1250

1550-1650

1250-1345 Office of Training:

Deputy Director of Trends and Highlights

Training

1400-1445 Meeting with the

Deputy Director for Support

Tour of Records Center

John Coffey

1500-1550 Agency Records

Records Management Management

Training Officer, OTR

25X1A

Chief, Agency Archives

and

25X1A

25X1A

Chief, Agency Records

Center

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW = TRENDS AND HIGHLIGHTS =

| Tuesday, 5 I | December 1972 | |
|--------------|---|---|
| 0830-0945 | Office of Finance: Trends and Highlights | Thomas Yale Director of Finance |
| 1000-1045 | Introduction to Logistics | John F. Blake Director of Logistics |
| 1100-1200 | Agency Depot System and Materiel Support to Overseas Operations | Deputy Chief, Supply Division, OL |
| 1200-1310 | Lunch and Exhibit | 25X1A |
| 1310-1350 | Headquarters Logistics Support Problems | Chief, Logistics Services Division, OL |
| 1400-1440 | Procurement and Contracting for Materiel and Services | 25X1A Deputy Chief, Procurement Division, OL |
| 1450-1530 | Support Rendered by Real Estate and Construction Facilities | Deputy Chief, Real Estate and Construction Division, OL |
| 1540-1640 | Support Rendered by the Printing Services Facilities | Chief, Printing Services Divison, OL |

SOCIAL HOUR & DINNER

John F. Blake

Logistics Wrap-Up

1645-1700

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SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

| | Wednesday, 6 | December 1972 | |
|-------|--------------|--|---|
| 25X1A | 0815-0830 | | |
| | 0845-1015 | Office of Communications: Trends and Highlights | Director of Communications |
| | 1030-1200 | Communications Training | 25X1A |
| | | | Office of Communications |
| 25X1A | 1200-1245 | Lunch | |
| | 1245-1430 | Tour - Covert Communications Laboratory | Chief, Covert Communications Laboratory, Office of Communications |
| 25X1A | 1430-1445 | | |
| | 1510-1600 | Selection Processing Activities | Chief, Selection Processing Division, Office of Medical Services |
| | 1610-1700 | Office of Medical Services: Trends and Highlights | Dr. John R. Tietjen Director, Office of Medical Services |

SOCIAL HOUR & DINNER

■ SUPPORT SERVICES REVIEW ■ ■ TRENDS AND HIGHLIGHTS ■

| Thursday, | 7 | December | 1972 |
|-----------|---|----------|------|
| | | | |

| 0845-1215 | Security Trends and Highlights. | Howard Osborn |
|-----------|--|--|
| | An overview of current security missions and | Director of Security and |
| , | functions with emphasis upon | Office of Security |
| | new developments in the security field. | Representatives |
| 1215-1330 | Lunch | |
| 1330-1440 | Personnel Benefits and Services | Chief, Benefits and Services Division, Office of Personnel |
| 1450-1550 | The Agency Retirement | 25X1A |
| 1130-1300 | Program and Retirement Services | Deputy Chief, Retirement Affairs Division, Office of Personnel |
| 1600-1700 | Office of Personnel: | 25X1A |
| | Trends and Highlights | Deputy Director of Personnel |

SOCIAL HOUR & DINNER

SUPPORT SERVICES REVIEW TRENDS AND HIGHLIGHTS

| Friday, | 8 | December | 1972 |
|---------|---|----------|------|
| | | | |

0815-0910 The Role of the Special Support Assistant to the

Deputy Director for

Support

0920-1010 Support Services Staff

Program Reqponsibilities

1020-1200 Support Information

Processing Systems

25X1A

Special Support Assistant to the Deputy Director

for Support

25X1A

Deputy Chief, Support

Services Staff

25X1A

Deputy Chief, Support Information Processing Systems (SIPS)

Task Force

25X1A

Deputy Chief, Management Support Division, OCS

25X1A

Chief, Data Management Center Team, SIPS

1200-1315 Lunch

1315-1410 Microfilm Programs

25X1A

Chief, Microfilm Programs
Branch, Support Services

Staff

1410-1430 Final Administration

STAFF

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| | ROUTIN | G AND | RECOR | D SHEET |
|--|-----------|--------------|-----------|---|
| SUBJECT: (Optional) | | | | |
| SSR: Trends and Hig | ghlights | Course | Report | # 39 |
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